U.S. DEPARTMENT OF LABOR

iCERT PREVAILING WAGE QUICK START GUIDE FOR EXTERNAL USERS
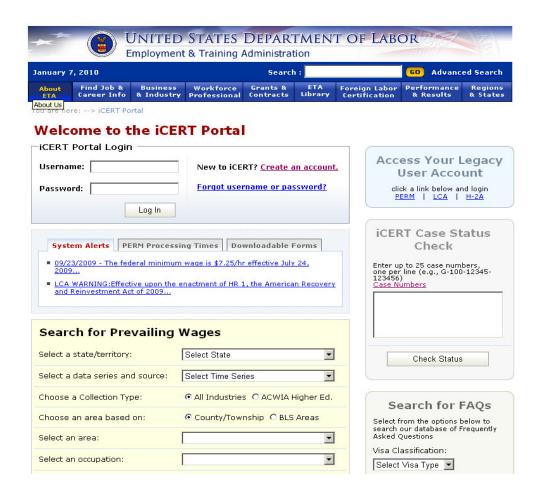
Prepared By:

Department of Labor
Employment and Training Administration
Performance and Technology Office
200 Constitution Ave. NW
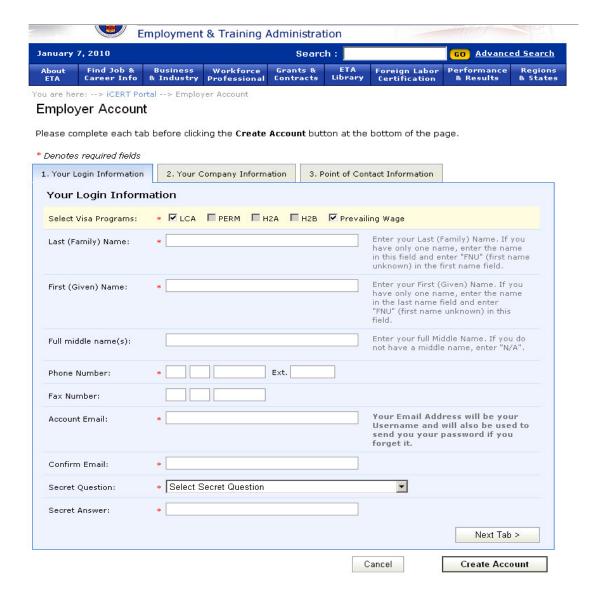Washington, DC 20210

Setting Up Your Account

This *Quick Start Guide* was prepared for external users with Case Creation and Case Submission permissions to data enter an ETA Form 9141. It was prepared to serve as a handy desk reference. This guide does not describe all of the features of Prevailing Wage Case Creation and Case Submission, nor is it intended to replace the Prevailing Wage User Guide. For detailed information about all Prevailing Wage features, refer to the Prevailing Wage User Guide.

- If you are a new user to iCERT (icert.doleta.gov), create a new account using the **Create an account** link.
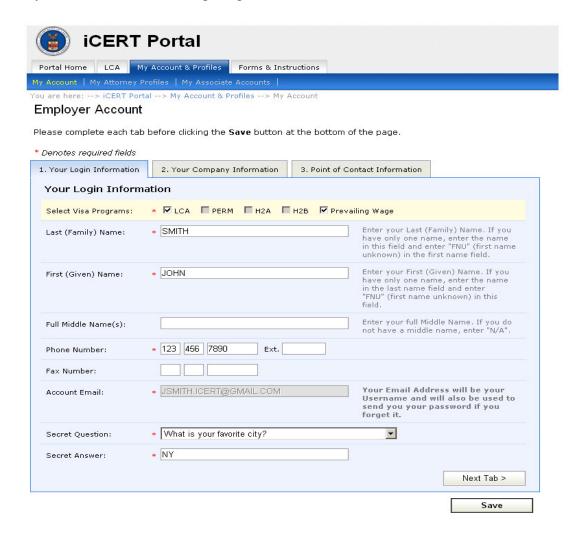

- When setting up an account, check the Prevailing Wage checkbox under the Visa programs section to set access to the account for Prevailing Wage.
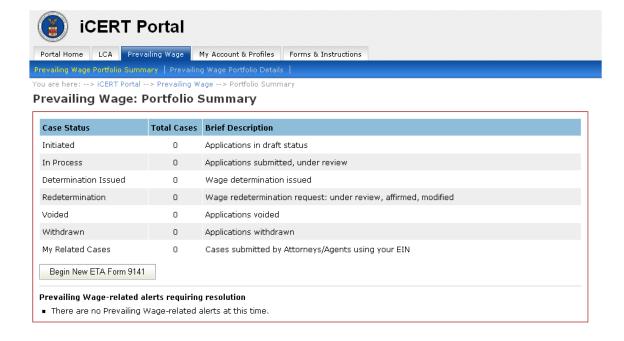
- Fill out all required fields on all tabs to create new account and then click the **Create Account** button.

- If you are already an iCERT account holder, login to iCERT (icert.doleta.gov) with your registered account information.
- Click on the My Account & Profiles tab.
- Check the Prevailing Wage checkbox under the Visa programs section to set access to your account for Prevailing Wage. Click Save.

- Verify that the Prevailing Wage tab is now available on the top of the navigation tabs next to LCA.
- Click on the Prevailing Wage tab.
- Verify that the Prevailing Wage - Portfolio Summary page opens up with Case Status, Total Cases, and Brief Description.

- Click on the **Begin New ETA Form 9141** button to create new case.
- Verify that the first page of the ETA Form 9141 opens and you all set!